

**HITRC Full Application** 

HIT Extension Program: Regional Centers Cooperative Agreement Program
Period of Performance January 15, 2010 to January 14, 2014

Response Due <u>11/03/09</u>

Award December 11, 2009

Project Start Date 01/15/10

## Pink and Red Review Team Purpose, Process and Assignment

#### **Red Team Reviews**

Purpose:

To review the final assembled proposal draft prior to submission. This team will be the executive level reviewers who can approve the final submission and commit the organization to the final proposed submission. The goal of this review is to verify that the draft is acceptable to the submitting organization.

#### Process:

The Red Review Draft will be assembled and distributed to the Red Team Reviewers. The Red Team Reviewers should print a hard copy of the Draft and mark all noted errors and omissions. Reviewers should provide solutions to errors and omissions so the Draft can be corrected following the Red Team Review. Corrections to this Draft should be minor edits. All of the hard copies will be collected at the end of the Review so that the proposal team can revise the Draft for minor edits.

**Red Team Reviewers Assignment:** 

AFMC Reviewers	UAMS	Other
Dr. Paslidis	Kari Cassel	giantifical Harri
Jonathan Fuchs	Mark Mengel	med in the d
Greg Peterson	Tom Butler	Total Control of the
Don Green		the latest
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## Pink and Red Review Team Purpose, Process and Assignment

### **Pink Team Reviews**

Purpose:

To review the first assembled proposal draft. This team will be very familiar with the requirements of the submission. The goal of this review is to verify that the draft has addressed all requirements and to identify any gaps or questions.

Process:

The Pink Review Draft will be assembled and distributed to the Pink Team Reviewers. The Pink Team Reviewers should print a hard copy of the Draft and mark all gaps and questions on the hard copy. Reviewers should provide solutions to gaps and answers to questions so the Draft can be corrected following the Pink Team Review. Some answers can be supplied in the Review session by Subject Matter Experts in specific areas. All of the hard copies will be collected at the end of the Review so that the proposal team can revise the Draft.

**Pink Team Reviewers Assignment:** 

THIR Team Reviewers As	<u> </u>		
AFMC Reviewers	UAMS	Other	
Jonathan Fuchs	Robert Price	1371	
Greg Peterson	David Nelson	Large P. C.	
Don Green	Kari Cassel		
Pam Brown	Cherry Duckett		
Peggy Starling			
Jo Nycum			
Julie Kettlewell			
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Proposal TIMELINE

/	Date Due	Activity	Person(s) Responsible
/	September 29, 2009	Invitation to submit Full Application	
	October 1, 2009	Proposal Kick-Off	Jonathan
	October 1, 2009	Distribute Writing Assignments (including COST)	Jonathan / Don
	October 1 - 8, 2009	Draft writing assignments (including COST)	Conveners
	October 8, 2009	1st Draft writing assignments DUE DATE	Conveners
	October 8-15, 2009	Work with writers for requirements QA	Don / Vicki
	October 16 - 19, 2009	Build PINK draft response	Melanie/Vicki
	October 19, 2009	Assemble and distribute PINK draft	Melanie/Vicki
	October 19, 2009	Assemble and distribute COST data to Accounting	Greg/Vicki
	October 19, 2009	Read and comment on PINK draft	PINK Team
	October 20, 2009	PINK Team review	PINK Team
	October 21 - 25, 2009	Revise PINK draft	Melanie/Vicki
	October 26, 2009	Assemble and distribute RED draft	Melanie/Vicki
	October 26, 2009	Executive read and comment on RED draft	RED Team
	October 27, 2009	RED Team review	RED Team
	October 27, 2009	Final COST Proposal to CEO	Greg/Accounting
	October 28 - 29, 2009	Revise RED draft	Melanie/Vicki
	October 29, 2009	Executive Review and Sign-off on Tech & Cost	Execs
	October 29, 2009	Minor edits	Melanie/Vicki
	October 29, 2009	Print, Assemble, Burn CDs, etc for Grants.gov	Melanie/Vicki / Don And IS
	October 29, 2009	Submit via Grants.gov	Melanie / Don
	November 3, 2009	Final submission deadline for Grants.gov = 11:59pm	Melanie / Don
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# OCTOBER 2009

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				HITRC Exec Committee 10am-12noon Conveners update JF 4pm	2 Gov's HIE Task Force	3
4	5 HITRC Sustainability WG 10am - 11:30am Financial subWG 2:pm - 3:pm	Quality/Tech WG 11am-12:30@UAMS	7 Marketing WG 1pm-2:00 HIT Conceptual WG 2pm	8 HITRC Exec Committee 10am-12noon Conveners update JF 4pm	9 Gov's HIE Task Force	10
11	12 Columbus Day HITRC Sustainability WG 10am - 11:30am Financial subWG 2:pm - 3:pm	Quality/Tech WG 11am-12:30@UAMS	Marketing WG 1pm-2:00 HIT Conceptual WG 2pm	15 HITRC Exec Committee 10am-12noon Conveners update JF 4pm	16 Gov's HIE Task Force	17
18	19 HITRC Sustainability WG 10am - 11:30am Financial subWG 2:pm - 3:pm	Quality/Tech WG 11am-12:30@UAMS	Marketing WG 1pm-2:00 HIT Conceptual WG 2pm	HITRC Exec Committee 10am-12noon Conveners update JF 4pm	23 Gov's HIE Task Force	24 United Nations Day
25	26 HITRC Sustainability WG 10am - 11:30am Financial subWG 2:pm - 3:pm	Quality/Tech WG 11am-12:30@UAMS	28 Marketing WG 1pm-2:00 HIT Conceptual WG 2pm	29 HITRC Exec Committee 10am-12noon Conveners update JF 4pm	30 Gov's HIE Task Force	31 Halloween
		September 20 S M T W Th	F Sa S N 4 5 1 2 11 12 8 9 18 19 15 1	November 2009  1 T W Th F Sa 2 3 4 5 6 7 0 10 11 12 13 14 6 17 18 19 20 21 3 24 25 26 27 28	Notes:	© 2009 Vertex42 LL